

IC Memorandum 12-36



To: KEHP Insurance Coordinators
From: Department of Employee Insurance (DEI)
Re: Encrypted Emails
Date: September 12, 2012

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: www.KEHP.ky.gov

REMINDER:

All emails, which include HIPAA sensitive information, must always be sent **encrypted**. Protected Health Information (PHI) is **never** to be included in the subject line. Names, social security numbers, dates of birth are all PHI and should never be sent without encryption.

If you do not have ENTRUST or another means of sending encrypted emails, HIPAA sensitive information should be communicated with DEI via phone calls or faxes. Chapter 9 of the KEHP Administration Manual describes IC responsibilities related to HIPAA and page 2 of that chapter describes the ENTRUST encryption system available to ICs.

If DEI receives an unencrypted email, which contains PHI, DEI staff is required to notify the HIPAA Security Officer.

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